

AUGLAIZE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES

12 N. Wood Street

Wapakoneta, OH 45895

Phone: 567-242-2700 * Fax: 567-242-2735

Julie A. Gossard, Director

Jodi M. Tudor, Business Administrator

Amy L. Freymuth, Director of Workforce

Greta G. Arnett, Public Assistance Administrator

Quincy R. Coil, Public Assistance Supervisor

John D. Brunner, Child Support Administrator

Terri L. Ernst, Child Support Supervisor

Michelle A. Bowen, Children Services Administrator

Seth A. Bowersock, Children Services Supervisor

WEBSITE: WWW2.AUGLAIZECOUNTY.ORG

CLASSIFICATION: Social Service Worker 2

HOURS OF WORK: 8:00AM TO 4:30PM

SEND RESUME TO: Jodi Tudor, Jodi.Tudor2@jfs.ohio.gov

MINIMUM QUALIFICATIONS: Possession of a bachelor's degree from an accredited college or university in one of the following or related fields: Public administration, human services, psychology, criminology, human resources, behavioral or social science, education, or social work. Must have excellent verbal and written communication skills. Must be able to read, write, speak, and understand the English language.

ESSENTIAL FUNCTIONS OF THE POSITION:

For purposes of 42 USC 12101:

- 40% (1) Responds to reports of abuse, neglect, dependency, and families in need of children services; conducts face-to-face or phone interviews with children, parents, alleged perpetrators and community members; completes required visits to family homes and makes assessments; completes all investigations; determines immediate safety of children and monitors and reassesses on a ongoing basis; provides parent education and training; collaborates with law enforcement; administers drug screens; makes referrals to community resource providers to access appropriate supportive services; researches client criminal and children's services histories; maintains client confidentiality; facilitates and monitors family visitation; responds to phone calls, emails, and text messages according to policy; may conduct child removals and find placement for the children, provides transportation for child and/or parents, screenings, intake reports, Conduct 90 day & SARS.
- 40% (2) Documents all work related activities in the Statewide Automated Child Welfare Information System (SACWIS) and Traverse within established timeframes; completes additional reports as required such as case plans, status reports, safety assessments, family assessments, case reviews etc.; attends and testifies in court hearings; participates in interviews conducted by law enforcement and educational systems; files complaints with the prosecutor's office; conducts analysis of provider reports. Participates in Family team meetings; completes paperwork for court filings and case transfers; processes report and releases.
- 15% (3) Conducts equipment and office furniture inventories; provides receipts for all purchases.
(4) Attends training, conferences, and meetings.
(5) Maintains required licensures, certification, and continuing education requirements, if any.
(6) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
(7) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% (8) Performs other duties as assigned.
- (9) This position is required to be on call.